

2016 FULL YEAR REQUIREMENTS INFORMATION

ALL returning Roster Artists are required to complete the following actions to fulfill the Full Year Requirements and maintain their listing(s) on the Teaching Artist Roster:

a. **RESIDENCY REQUIREMENT**

This action requires completion of ONE residency program and submission of documentation in the form of a teacher/staff evaluation. Programs/projects must have taken place within the three years since the last residency requirement deadline (September 5, 2013 – September 1, 2016).

Artists listed in both the Education and Community tracks need only submit documentation of ONE residency, however the residency submitted must have taken place in a preK-12, education-based setting.

- Submit the FIELD EVALUATION REPORT or your own teacher/staff evaluation form.

b. **PROFESSIONAL DEVELOPMENT ACTION**

This action requires completion of ONE Professional Development Action and submission of documentation. The action must have taken place within the year since the last Professional Development requirement deadline (September 3, 2015 – September 1, 2016).

Artists listed in both the Education and Community tracks need only submit ONE Professional Development Action that pertains to the teaching aspects of their work. **Professional development strictly in the artist's discipline will not fulfill the requirement.**

If an artist maintains a listing on the Education Track, this action must related to teaching in preK-12, education-based settings.

- Submit the PROFESSIONAL DEVELOPMENT ACTION FORM and documentation in the form of certificates, conference agenda, etc.

c. **FULL UPDATE TO ONLINE ROSTER PROFILE**

This action requires a FULL update to your online Roster profile.

The full update to your online roster profile will require you to re-engage with your online profile, complete new sections of the tracks and upload any new required materials in order to remain on the Teaching Artist Roster. The tools needed to complete this portion of the requirements will be made available in May 2016.

- Complete a FULL UPDATE TO YOUR ONLINE ROSTER PROFILE.

d. **SUBMISSION OF SIGNATURE PAGE**

This action requires submission of the Teaching Artist Roster Signature Page.

- Submit the TEACHING ARTIST ROSTER SIGNATURE PAGE.

All required forms can be found online at <http://www.azarts.gov/arts-learning/teaching-artist-resources/current-roster-artist/>.

**THE DEADLINE TO SUBMIT ALL FULL YEAR REQUIREMENTS IS
SEPTEMBER 1, 2016.**